

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4933

DHR		1. GEORGIA DEPARTMENT OF HUMAN RESOURCES		ARCHIVES AND HISTORY	
Application Date		Public Health Division		Application Number	
82-11		Health Planning and Statistics Office		82-87	
Application Number		47 Trinity Ave. S.W.		Date Received	
4/12/82		Room 542-H		Date Completed	
		Atlanta, Georgia 30334		APR 15 1982	
2. Person to Contact		Working Title		Telephone Number	
Sherry Dorris		Director		656-4922	
3. Action Requested					
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.					
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.					
c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
4. Dates of Series		5. Records Series Title (followed by title used in office; if different)			
Earliest					
Latest					
1979		County Health Department Program Activity Reports			
continguing					
6. Division and Office Function					
What is the function of the Division and the Office in which this record series is created?					
<p>The Division of Public Health, through the leadership of the Director, is responsible for the administration, direction, and coordination of the physical health programs throughout Georgia. This is accomplished by the establishment of health standards for business, housing, and field operations; and the improvement of the physical and dental health of adults and children; the diagnosis and control of diseases; and the daily State-wide program of registration, statistical coding, certification, and preservation of certificates of births, marriages, divorces, annulments of marriage, and deaths that occur each year in the State.</p> <p>Office of Health Planning and Statistics has the responsibility to coordinate and direct health planning for the Division; provide quarterly and year-end performance reports to the Division Director and District Health Officers; act as liaison with the Department and the State Planning and Budget Offices; develop profile data for evaluating program effectiveness, using health indicators; direct research efforts in accordance with State health plans to access quality, quantity, and utilization patterns of services provided by the State; develop a comprehensive State and District health information system; develop and implement research and evaluation projects; provide technical assistance to Division personnel on identifying and developing research and evaluation needs; and compile, analyze, and disseminate health data and publish the State vital statistics.</p>					
7. Records Series Description					
This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.					
Documents relating to: reporting statistics concerning the receipt of Public Health Department services by county recipients from 159 counties.					
Included are: Monthly Health Activity Report (Form 3052 R. 11/81), concerning Public Health Department services for Hypertension, Family Planning, Child Health, Immunization, Maternal Health, Adult Health, Sexually Transmitted Diseases, and Primary Health; categorized by county recipient's age, sex, and race.					
19 Quarterly Health Activity Reports (computer printouts) un-numbered report, which summarizes Public Health Department services provided by the County Health Departments within each Health District, for each three month period.					
Program Activity Report- Annual Summary, which summarizes Public Health Department services statistics for the fiscal year, and evaluates the impact of Public Health Programs on the health status of the population.					
The file is arranged : chronologically by month, thereunder alphabetically by county					
8. Monthly Reference Rate					
How often are records referred to which are:					
One to six months old 8 ; Seven to twelve months old 4 ; Thirteen to twenty-four months old 2 ;					
twenty-five months and older 1					
9. Annual Rate of Accumulation of Records					
Letter-size drawers 6 ; Legal-size drawers ; Shelves ; Other (Specify)					

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record? report-operation can continue without previous information
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Quarterly and Annual Report included in file series 11-88
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? see retention instructions for reference copy 5/1/81
X	i. Is this series for a major portion of its regularly microfilmed?
X	j. Does the record series result in a computer printout? Quarterly Report (printout) included in file series 2/1/82

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	4 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Administratively, these files are needed to evaluate the impact of Public Health Programs on the health status of the population of Georgia.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____

- ☐ Hold in the office at file unit _____ month(s)
☐ Transfer to local filing room; hold _____ year(s); then
☐ Transfer to State Records Center; hold _____ year(s); then
☐ Destroy
☐ Transfer to State Archives for permanent retention.

☒ Other (Specify) **(State Record Center)****Record Copy****Monthly Report****Quarterly Report (printout)****Annual Report****Retained by Health Planning and Statistics Central Office**

Cut off files at the end of each fiscal year, hold in CFA

1 year, transfer to SRC, hold 3 years, then destroy.

Office**Reference Copy****Monthly Report-**

Retained in each County Health Department Office. Cut off file each fiscal year, hold in CFA three months, then destroy.

Quarterly Report (printout) Retained in each Health District Office until receipt and verification of Annual Report, then destroy.**Annual Report-** Retained in each Health District Office until receipt and verification of next Annual Report, then destroy.

Agency Head/Designee (Signature)

Date

Records Manager/Officer (Signature)

Date

Sherry Davis

4/8/82

Paul Murphy

4/8/82

State Records Committee

(Signature)

Date

 Recommendations in paragraph 12 are approved.
 (If disapproved, attach letter of explanation.)

State Auditor/Designee

Secretary of State/Designee

Attorney General/Designee

M. J. Smith

Cecile Hart

M. J. Smith

5-4-82

4-28-82

5-4-82